

89th ANNUAL GENERAL MEETING STANDING ORDERS

In Accordance with the COVID-19 (Temporary Measures) Act 2020 Alternative Arrangements for Meetings of Co-operative Societies

1. A general meeting of members of a co-operative society may be convened, held or conducted whether wholly or partly, by electronic means.
2. A co-operative society may provide that a member may only attend a meeting by observing and listening to the proceedings of the meeting by electronic means, if access to both an audio broadcast and audio-visual broadcast is provided to the member.
3. A co-operative society may require a member, before the meeting, to send to the Chairman of the meeting, by post or electronic mail, the matters which the member wishes to raise at the meeting, and each such matter, if substantial and relevant and sent within a reasonable time before the meeting, is to be responded to at or before the meeting by electronic responses.
4. A member is deemed to be present at a meeting if the member has appointed the Chairman of the meeting as the member's proxy to attend, speak and vote at the meeting, and the relevant quorum requirements are to be determined by the voting instructions and proxies submitted by the members prior to the commencement of the meeting.
5. A co-operative society may require a member to appoint the Chairman of the meeting as the member's proxy to vote at the meeting by depositing with the co-operative society an instrument of appointment by post, or by electronic mail to an electronic mail address stated in the letter dated 27th April 2022 to all members. A member may not vote at the meeting otherwise than by way of appointing the Chairman of the meeting as the member's proxy.
6. A document required to be laid or produced before a meeting may be so laid or produced by being:
 - (a) Sent with the notice of the meeting; or
 - (b) Published at an online location, the address of which is provided with the notice of the meeting, or on the website of the co-operative society.